

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CUSTODIAN

Salary Range 10

BASIC FUNCTION:

Under the direction of the Supervisor Custodial Services, maintains an assigned group of classrooms, rest rooms, offices and related facilities in a clean and orderly manner on an assigned shift; performs a variety of diverse duties cleaning and maintaining facilities. Performs related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Cleans and stock restrooms. (E)
- Sweeps; dust mops and wet mops floors. (E)
- Vacuum carpets. (E)
- Cleans and shampoos carpets. (E)
- Empties trash inside and outside of College. (E)
- Participates in the thorough cleaning and restoration of campus facilities during vacation periods. (E)
- Stocks supplies in custodial closets.
- Cleans gym floor. (E)
- Cleans men's and women's locker room and showers. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed above.

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Basic requirements for the safe maintenance of college facilities.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.

Appropriate safety precautions and procedures.

ABILITY TO:

Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.

Use cleaning materials, equipment and methods safely, efficiently and according to pre-determined standards.

Learn and apply knowledge of schedules, procedures and use of equipment and supplies used in custodial work.

Maintain tools and equipment assigned in clean working order and provide proper security.

Maintain custodial records according to established procedures.

Meet schedules and time lines.

Perform minor, non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Work cooperatively with others.

Communicate effectively with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, student workers, students, and security personnel

PHYSICAL EFFORT:

Lifting and moving heavy objects; climbing ladders and reaching overhead, above the shoulders and horizontally to replace lights bulbs

Standing for extended periods of time; bending at the waist, kneeling or crouching; pushing and pulling cleaning equipment.

WORKING CONDITIONS:

Exposure to cleaning chemicals.